

# **Massachusetts State Police Forensic Services Group**

## **Site Assessment Report**

<b>AGENCY</b>	<b>Department of Public Health, Forensic Drug Laboratory</b>
<b>ADDRESS</b>	<b>305 South Street Jamaica Plain</b>
<b>POC</b>	<b>Julianne Nassif</b>
<b>GRANT</b>	<b>2010 Paul Coverdell Forensic Science Improvement Grant</b>
<b>ASSESMENT DATE</b>	<b>August 16, 2011</b>
<b>GRANT PERIOD</b>	<b>October 1, 2010 September 30, 2011</b>
<b>AWARD</b>	<b>\$80,000</b>
<b>ACTIVITES</b>	<b>Hire chemist, training, software</b>

## FINANCIAL REVIEW

Report as of \_\_\_\_\_

Budget Category	Approved Amount	Expenditures	Encumbered	Balance
– Personnel	42,052.39			
– Fringe Benefits	14,730.95			
– Travel	3,000.00			
– Equipment				
– Supplies				
– Construction				
– Consultants/Contracts				
– Other	13,825.00			
– Indirect Costs	6,391.96			
<b>Total Costs</b>	80,000.31			

	Yes	No
Is the sub recipient expending funds in accordance with the submitted plan?		
Is the sub recipient drawing down funds to support the expenditures?		
Has the sub recipient expended funds from a budget category that was not approved in the budget?		
Does the rate of expenditure in the fiscal report mirror the activities reported in the progress reports?		
Is there a budget code assigned to this grant?		
Does the sub recipient understand the use of GANs?		

**COMMENTS:**

## INVENTORY

	YES	NO
Can the sub recipient account for individual equipment items costing in excess of \$5,000?		
Can the sub recipient account for all computer (including software) and photographic equipment items costing more than \$1,000?		

**COMMENTS:**

## PERSONNEL/ CONTRACT EMPLOYEES

Did the sub recipient budget for personnel /contract expenditures?		
Are expenditures in line with the approved budget?		
Are individuals in positions funded by this grant required to submit time and effort reports?		
Do the time and effort reports reflect the activities specifically supported with these grant funds?		
Have the time and effort reports been signed (either in writing or electronically) by the employee and a supervisor?		
Are actual hours worked recorded on the time and effort reports?		
Are the reports submitted to the grantee with quarterly fiscal reports?		
Does the sub recipient have a federally approved indirect rate on file with the grantee?		
Does the sub recipient have a federally approved fringe rate agreement on file with the grantee?		

**COMMENTS:**

## GOALS, OBJECTIVES AND DELIVERABLES

	YES	NO
Do the activities supported by the grant funds reflect the goals of the proposal?		
Have there been any changes or modifications to the program goals?		
If changes, was a GAN filed?		
Does the sub recipient collect the performance data in a format that is accurate and auditable?		
Do records exist to substantiate the collection of performance data and are they kept for 3 years?		
Did the sub recipient request any financial, administrative or programmatic assistance?		
Does the sub recipient have a viable plan to spend down the funds during the grant period?		

**COMMENTS:**

## SOLE SOURCE CONTRACTS

	YES	NO
Has the sub recipient read the conflict of interest definition in Chapter 3 of the OJP Financial Guide?		
Does the sub recipient understand the use of sole source contracts using grant funds?		
If the sub recipient is using consultants, is the process fair and reasonable?		
Are the consultants compensated within the federal threshold?		

**COMMENTS:**

## FRAUD, WASTE AND ABUSE

	YES	NO
Does the sub recipient have a designated government entity with an appropriate process in place to conduct independent external investigations into allegations of serious negligence or misconduct?		
Is this entity able to investigate employees as well as contractors and consultants?		
Does the sub recipient have a mechanism for clients to report these allegations to the designated government entity, such as information on a website?		
Does the sub recipient report these allegations to the grantee?		
Does the sub recipient certify annually to the grantee the status of any external investigations?		

**COMMENTS:**

**ACTION ITEMS:**

**ITEMS FOR RESOLUTION:**